



## ***2015 CECO Grant Application Instructions***

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## **CECO BACKGROUND**

The San Diego County Employees' Charitable Organization (CECO) is an employee-managed, non-profit organization that distributes 100 percent of the donations received from County of San Diego and Superior Court employees and retirees to local non-profit agencies and eligible employees in need.

CECO is managed by employees who volunteer their time and effort to keep the CECO tradition of 'lending a hand' alive. Since 1956, CECO has distributed at least \$5 million dollars to local non-profit agencies, allowing them to expand and improve their existing services and programs, which in turn benefit the communities of San Diego County.

In March 2014, CECO distributed \$232,355.25 to 93 local non-profit programs, with awards ranging from \$305.00 to \$7,940.00.

To learn more about our organization, please visit our website at [www.sdceco.org](http://www.sdceco.org).

## GRANT APPLICATION GUIDELINES

### ELIGIBILITY TO APPLY FOR GRANT

An eligible organization must meet the following eligibility criteria:

1. Be a non-profit organization or a bona fide educational institution. Proof of non-profit status is required by submission of Form 501(c)(3) or California Franchise Tax Board Form or Form 509(a)(1) as required by the United States Internal Revenue Service.
2. Serve a lawful public purpose(s) **and** support health, recreation, and/or human care need of San Diego County residents.
3. For **2014 CECO Grant Recipients**:
  - a) Have submitted receipts for 2014 grant(s) no later than September 30, 2014. ***Organizations that submitted receipts after September 30, 2014, are ineligible to receive a CECO grant for the next 3 calendar years following the year grant was awarded. Failure to submit required receipts altogether extends ineligibility to 5 calendar years.***
  - b) Have refunded CECO any leftover portion of the grant(s) or any portion not used for the item(s) specified in the Grant Award Letter no later than September 30, 2014. ***Organizations that failed to refund CECO leftover funds are ineligible to receive a CECO grant for the next 3 calendar years following the year grant was awarded.***
  - c) Have attached proof of CECO acknowledgement (e.g. copy of newsletter, brochure, press release, or website print out) with the 2015 CECO application packet. All acknowledgements shall reference the *San Diego County Employees' Charitable Organization (CECO)*.

### GRANT APPLICATION PACKET CHECKLIST

The grant application packet submitted must include the following:

1. A completed 2015 CECO Grant Application. ***Please do not add cover letter.***
2. A list of the items that will be purchased with the grant, if awarded. A formal quote or estimate is required for each item listed. ***Quotes obtained from the internet (e.g. Office Depot, Costco, etc.) are acceptable.***
3. Agency Budget and Program Operating Budget for Current Fiscal Year. ***Operating budget must include the asset, liability, equity, income, and expense information.***
4. Agency budget and Program Operating Budget for Previous Fiscal Year. ***Operating budget must include the asset, liability, equity, income, and expense information.***
5. One or all of the following documents, whichever applies: Form 501 (c)(3), California State Franchise Tax Board Form, Form 509 (a)(1).
6. Proof of CECO acknowledgement (e.g. newsletter, brochure, press release or website print out) if organization received a grant in 2014.

*It is the grant requester's responsibility to ensure that the grant application packet submitted is complete. CECO reserves the right to reject an application that is missing any one of the items in the checklist above.*

### ***GRANT APPLICATION SUBMISSION***

**The deadline to submit a grant application is Tuesday, December 2, 2014. Applications received after this date will be rejected.**

Please submit the grant application packet as an attachment via email to [sdceco@sdcounty.ca.gov](mailto:sdceco@sdcounty.ca.gov). It is recommended that the application is completed electronically (not hand written), printed and signed, scanned, and then emailed along with the rest of the application packet documents. It is recommended that the application packet documents are in Adobe Acrobat (PDF) format. Also, the CECO email box does not accept emails greater than 10mb. Therefore, it may be necessary to divide the application packet between two or more emails.

If you have questions about grant application submission, please email [sdceco@sdcounty.ca.gov](mailto:sdceco@sdcounty.ca.gov).

### ***NOTIFICATION OF RECEIPT OF GRANT APPLICATION***

CECO will send notification that application has been received, within 5 business days of receipt. If you do not receive an email from CECO after 5 business days of emailing application, email [sdceco@sdcounty.ca.gov](mailto:sdceco@sdcounty.ca.gov) to verify that the application was received.

## REVIEW OF GRANT APPLICATIONS

### EVALUATION CRITERIA

The Allocations Committee will evaluate each application according to the following criteria:

1. PROGRAM: Describes all elements of the specific program that CECO funds will support.
2. NEED: Defines the need for the program and provide information supporting the need.
3. IMPACT: Explains the impact of this program on the targeted population.
4. BENEFIT: Explains the specific benefits of this program to San Diego County residents.

CECO may fund equipment, furnishings, and other durable goods needed to support the program. For example: mattresses, refrigerators, stoves, desks, computers, musical instruments, medical and dental equipment, and recreational equipment. CECO may also consider funding requests for purchase of consumables, such as healthy food, medications, art supplies, and books.

CECO **WILL NOT** fund the following: staff positions; camperships; gift cards; vouchers; bus passes or similar public transportation expenses; training expenses; rent; and underwriting.

CECO attempts to target many diverse groups in need of services and to provide grants to organizations throughout San Diego County. Therefore, to maximize the number of people served throughout the region, **submission is limited to 2 applications per agency**. Additionally, to ensure the maximum number of people is served throughout the region, CECO asks that you limit your application request to less than \$10,000 for any one grant request.

Lastly, organizations should not rely on CECO as a yearly funding source. Previous funding does not guarantee future funding.

### REQUEST FOR ADDITIONAL INFORMATION

If CECO has a question(s) regarding your application, a CECO representative will call or email the contact person listed on your application. **If a response is not received within 2 business days, CECO reserves the right to reject the application.**

## **GRANT RECIPIENT GUIDELINES**

### ***DISBURSEMENT OF FUNDS***

CECO distributes funds at our annual Awards Ceremony Breakfast which will tentatively be held in March 2015. CECO will notify grant recipients of the event details and requests that all grant recipients attend the event.

### ***GRANT RECIPIENT REQUIREMENTS***

Organizations awarded a grant(s) shall adhere to following:

1. Grant shall be used solely for the purpose of enhancing local community enrichment programs, health, recreation, and human care needs of residents of San Diego County. All grants awarded pursuant to this program must serve lawful public purposes.
2. Grant shall not be used for any purposes prohibited by laws governing the use of public funds, including but not limited to, religious, political campaigning, or purely private purposes or activities.
3. Grant shall only be used to purchase item(s) specified in the Grant Award Letter and the purchase must be made between March 1, 2015 and September 30, 2015.
4. Grant recipients must provide receipt(s) for approved item(s) by September 30, 2015. Receipts must be dated between March 1, 2015 and September 30, 2015. Receipts must be postmarked no later than September 30, 2015, and sent to:  
CECO Executive Committee  
Attn: Eileen Espinoza, Allocations Chairperson  
1600 Pacific Highway, Room 209  
San Diego, CA 92101-2429  
Tel: (619) 531-4471  
Email: [eileen.espinoza@sdcdca.org](mailto:eileen.espinoza@sdcdca.org)
5. Organizations that submit receipts after September 30, 2015, are ineligible to receive a CECO grant for the next 3 calendar years following the year grant was awarded. Failure to submit required receipts altogether extends ineligibility to 5 calendar years.
6. Organizations that purchase item(s) not authorized or specified in the Grant Award Letter will be ineligible to receive a CECO grant for the next 3 calendar years following the year grant was awarded.
7. Grant recipients shall refund CECO any portion of the grant which is not used for the item(s) specified in the Grant Award Letter by September 30, 2015. Organizations that fail to refund CECO leftover funds are ineligible to receive a CECO grant for the next 3 calendar years following the year grant was awarded.